



# DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING ONE

101 FULLER ROAD SUITE 250

MERIDIAN MS 39309-5403

IN REPLY REFER TO:

COMTRAWINGONEINST 1301.1B

N3

NOV 14 2001

## **COMTRAWING ONE INSTRUCTION 1301.1B**

Subj: CHECK-IN/OUT PROCEDURES FOR STUDENT NAVAL AVIATORS

1. Purpose. To establish check-in/out procedures for Student Naval Aviators assigned to Training Air Wing ONE (TW-1).
2. Cancellation. COMTRAWINGONEINST 1301.1A
3. Scope. This instruction establishes procedures for the tracking and monitoring of students who are placed in a pre-load status awaiting instruction while assigned to Training Air Wing ONE, as well as all winged aviators awaiting further assignment to Fleet Replacement Squadrons.
4. Action.
  - a. Newly reporting Student Naval Aviators shall report to TW-1 Student Control to be assigned a class number, given a check-in brief, and allotted two days to complete PCS travel claim processing, Combined Bachelor Quarters (CBQ) check-in, and Customer Service Desk (CSD) Meridian check-in. Upon completion of check-in process, students will be placed in a pre-load status awaiting instruction.
  - b. Students transitioning from Intermediate Strike to Advanced Strike shall report to TW-1 Student Control in an advanced pre-load status awaiting start of the next phase of training.
  - c. Newly winged aviators shall report to TW-1 Student Control awaiting Permanent Change of Station (PCS) orders and subsequent assignment to a Fleet Replacement Squadron.
5. TW-1 Student Control Responsibilities.
  - a. Enter and/or update TIS sheet information.
  - b. Provide newly reporting students with Welcome Aboard information.
  - c. Provide each Training Squadron with a roster of prospective students, class numbers and class convening dates.
  - d. Provide administrative support to each squadron student control office.
  - e. Provide administrative support to all Marine Corps students utilizing the Marine Liaison.  
NOTE: The Marine Liaison will not function as the Operations/Student Control Officer.
  - f. Maintain close liaison with the TW-1 International Military Student Officer (IMSO) and squadron Student Control offices in all matters pertaining to International Students.

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- g. Provide Integrity Watch Officers on weekends and holidays.
- h. Prepare "Not Observed" FITREPS on all newly winged aviators prior to transfer.
- i. Monitor and track all attrite and "Drop On Request" (DOR) students until final disposition.
- j. Close-out and shipment of all student Aviation Training Jackets (ATJ).

  
M. S. NEEDLER

Distribution:

COMTRAWINGONEINST 5216.4D

List I, II & III